

RSU Student's Research and Innovation's Grant Regulations

1. General Provisions

- 1.1. Society's "Rīga Stradiņš university Alumni Association" (hereinafter – RSU AA) RSU Student's Research and Innovation's Grant Regulations (hereinafter – Regulations) shall determine procedure how students project requests for Student's Research and Innovation's Grant (hereinafter – Grant) are being requested, examined and received.
- 1.2. Goal of allocation of Grant is to support and motivate RSU students to conduct research.

2. Terms of Application

- 2.1. RSU students (excluding Doctorates) who are full-time or part-time in bachelors', masters' or residents' level can apply as follows:
 - 2.1.1. Bachelor's and master's level students can apply for the Grant only if they are in a team of 2 to 5 participants;
 - 2.1.2. Students from residency can apply for the Grant only if they are in a team of 1 to 5 participants.
- 2.2. One RSU student from a single team can apply for Grant. If the team has received Grant then it is prohibited to reapply for the Grant wether from its' own team or different one's while the project which received Grant has not been finished and all performance indicators achieved.
- 2.3. Team with Grant can realize research plans:
 - 2.3.1. Team can realize research individually or on following research platforms:
 - 2.3.1.1. Vertically integrated projects (hereinafter – VIP);
 - 2.3.1.2. Students' interests groups (hereinafter – SZP);
 - 2.3.1.3. Business incubator (hereinafter – BI) platform.
- 2.4. To qualify for Grant a team must have a mentor and following criteria:

- 2.4.1. If a team realizes research plan or creates business plan and is active on one of specified platforms mentioned in the section 2.3.1. then mentor can be invited from the respective platform or it can be an expert from area relating to the project's topic;
- 2.5. Team which plans to realize a research projects before submitting the application must coordinate it with mentor and consult with:
 - 2.5.1. Specialist in personal data security to understand how receive, accumulate and use the data in accordance with regulations about processing of personal data;
 - 2.5.2. Research Ethics Committee to receive approval for conducting the project (if applicable);
 - 2.5.3. Department or laboratory to gather information about items and services needed for project's realization (according to section 4.3.) in order to buy within the scope of Grant and receive approval that bought items will have a storage and laboratory will allow to use their premises for conducting research.
- 2.6. Within the time frame of project's realization or no later than 2 years after receiving the Grant a team must plan on presenting their research findings at an international conference (and mentioning RSU as their institutional affiliation);

3. Application for the Grant

- 3.1. Application for Grant is being announced twice during Academic year in the RSU homepage www.rsu.lv; once a semester while Grant has available wherewithal. If there are insufficient funding for Grant then announcement can be discontinued.
- 3.2. To apply for the Grant one must submit project's application form, time of the project and, if applicable, opinion of the Research Ethics Committee.
- 3.3. Application for receipt of Grant with all necessary and electronically signed Annexes are submitted by sending to e-mail spig@rsu.lv. If sending electronically signed application is futile then physically signed application must be submitted on-site in a closed envelope to the RSU Document Management and Archive Department in Riga, Dzirciema iela 16, D-corp, 1st Floor, Room 101st with a note "To Science Department, application for RSU Student research and innovation grant".

4. Size of Grant and Respective Expenditure

- 4.1. Grants are being given from RSU AA Fond's received wherewithal which consists of donations and RSU co-payments.
- 4.2. Minimal support for one project is EUR 1000,00 (one-thousand euro) and maximal sum is EUR 4000,00 (four-thousand euro).
- 4.3. Expenditure of the Grant for scope of the project can be:
 - 4.3.1. acquisition of materials, reagents;
 - 4.3.2. expenditure for representation, including business trips which are meant for participation in scientific conference.
- 4.4. Grant is allocated for 12 (twelve) months from the moment of approving allocation of the Grant. Furthering Grant allocation is not possible.

5. Commission for Grant Oversight

- 5.1. Application of projects are being examined and their execution is being overseen by the Commission for Grant Oversight (hereinafter – Commission).
- 5.2. Commission consists of:
 - 5.2.1. One student delegated by RSU Student Union;
 - 5.2.2. Representative from RSU Science Department;
 - 5.2.3. Two representatoves from RSU academic staff;
 - 5.2.4. Representative from RSU AA;
 - 5.2.5. Invited experts (if applicable).
- 5.3. Composition of the Commission is approved by Chairman of the RSU AA.
- 5.4. Activity of the Commission is coordinated and lead by representative of RSU AA.

6. Evaluation of Applications

- 6.1. Evaluation of projects are being done by the Commission in respect of evaluation criteria.
 - 6.1.1. Commission examines project's meaning, logical structure, capacity for implementing it, quality, sustainability and provisional budget;
 - 6.1.2. Total maximum points following evaluation criteria are 15 points. One evaluation step is 0,5 points.

- 6.2. Additional 1 (one) point can be received if the team realises the Grant project from section 2.3.1. mentioned platforms or team members have residency status.
- 6.3. In section 6.2. mentioned additional points can also be received if teams are from different platforms.
- 6.4. Submitted projects which comply with requirements mentioned in regulations after evaluation are arranged based upon total points received, mathematically adding all points received with evaluation criteria as well as additional points received. Maximum of points received can be 16 (sixteen) points. In case there are projects with equal score Head of Grant project is being invited for project presentation to the Commission.
- 6.5. Project is eligible for receiving Grant if minimum quality indicator is equal to total evaluation score of 6 (six) points.

7. Decision-making

- 7.1. Decision for allocating or denying Grant Commission makes within 10 (ten) work days until the end of application period.
- 7.2. Denial of Grant allocation can be for following reasons:
 - 7.2.1. Project application does not comply with regulations;
 - 7.2.2. Project does not comply with quality criteria and has received total score of less than 6 points;
 - 7.2.3. Insufficient volume of withdrawal.
- 7.3. Team can withdraw their project application no later than 2 (two) weeks prior provisional date of project's beginning.
- 7.4. If a team after receiving approval to receive funding has rejected from Grant's realization, then it is being allocated to project which in evaluation process has received the highest score but denied due to insufficient funding.
- 7.5. Commission has rights with elaborated decision to deny or freeze further financing for indefinite period within the project's Grant realization period.
- 7.6. Candidates for Grant can appeal Commission decisions in RSU Science department by submitting a form to the director of Science department 10 (ten) calendar days since announcement of decision. Decision from director of Science department can be appealed by submitting a form to RSU Vice-rector of Science.

8. Regulations for Grant Project Realization and Oversight

8.1. Project realization are being done by:

- 8.1.1. Mentor's oversight;
- 8.1.2. Correspondance to regulations;
- 8.1.3. Correspondance with information provided in project's application and tame;
- 8.1.4. Complying with RSU internal regulations.

8.2. In project realization period overview of done and provisional tasks must be submitted every 6 (six) months, providing identification documents in order to convince the Commission for non-compliance of section 8.5.2. and 8.5.3. mentioned terms as well as in section 2.6. achievement of defined results.

8.3. Intersection's overview is signed and in accordance with intersection's form is commented by mentor of the team.

8.4. Intersection's overview is examined and evaluated by the Commission.

8.5. Commission in accordance with the section 7.5. of the regulation has rights to postpone temporarily or stop financing the project if in the wake of examining the intersection's overview or in any other moment of project realization Commission recognises following facts:

- 8.5.1. Wherewhital of Grant are partly or completely spended outside the scope of the project;
- 8.5.2. More than 30% of team members are on academic leave or exmatriculated;
- 8.5.3. At least one of team members are failing in courses and/or does not comply with commitments stated in study plan;
- 8.5.4. False and/or insufficient information is stated in overviews;
- 8.5.5. Team while realizing the project does not comply with regulations or other acts.

8.6. Team submits a written form to the Commission in folowing situations:

- 8.6.1. No later than three months prior the end of project realization when a team wants to make changes in project's tame. The form must state elaboration for needed changes and form is signed by the team's mentor.
- 8.6.2. No later than 2 weeks after acknowledgement of facts when due to reasons more than 30% (thirty percent) of team members are on academic leave. In the form reasons

and planned solutions are provided. Reasons can include pregnancy, childcare and acute illness. Possible solution is the change of composition of the team. When examining form, Commission can decide upon postponing project realization or reject project financing.

- 8.6.3. No later than two weeks after acknowledgement of facts when team within project realization period wants to change composition of the team due to reasons. As reasons can be regarded in section 8.6.2. mentioned situation as well as one or several team members graduate RSU and other reasons that are not mentioned.
- 8.6.4. No later than one month prior project's realization end when prolongation of the project is needed, especially to complete actions stated in section 2.6. Commission has rights to prolongate the project in order to allow finishing it, however term for Grant cannot be prolonged.
- 8.6.5. In any situation when the team detects that it cannot satisfy commitments to the project or regulations stated and when situation is unsolvable with the help of mentor.
- 8.6.6. When the project ends a vocal overview to the Commission is expected. In overview team's mentor participates as well. Commission has rights to deny team's work and define requirements for project's further realization without additional funding if project's aim has not been reached.

9. Processing of Personal Data

- 9.1. Processing of personal data in the process of Grant allocation is being done to evaluate candidate's (student of RSU) eligibility to regulations, Grant allocation, Grant project realization, oversight and communication.
- 9.2. Basis of processment of personal data is European Parliament and Council regulation (EU) of 29th of April 2016 No.2016/679 about defence of physical person in regards with processing of personall data and unrestricted circulation of such data and with whom Directive 95/46/EK Article 6 section1 subsection a) and f), Article 9 section 2 subsection a) and regulation's subsection 9.1. has abolished.
- 9.3. In the process of Grant allocation personal data – name, surname, phone number, e-mail, study programme, study year, position is processed.
- 9.4. Data subject categories are candidates (RSU students), mentors.

- 9.5. Candidate's (RSU students) submitted personal data are available to RSU and RSU AA staff which is involved in Grant allocation process, including members of the Commission. Personal data can be disclosed for investigation and judicial institutions as well as overseeing and controlling institutions according to regulation's mentioned amount.
- 9.6. Submitted personal data are being kept for 5 (five) years, unless such storage of data in a particular situation is not defined or allowed by regulations:
- 9.6.1. Data are classified and personal identification is not possible;
 - 9.6.2. It is needed for RSU justice defence in connection with demands, claims or requirements;
 - 9.6.3. Have reasonable suspicions about unlawful activities which is the reason of investigation;
 - 9.6.4. Personal data are needed for examination of arguments or complaints.
- 9.7. There cannot be such force majeure for Grant realization that were in place in the wake of Grant allocation;
- 9.8. Candidates has certain rights mentioned in RSU Privacy Policy in respect of personal data.
- 9.9. Submitting form for Grant allocation candidates (RSU students) underline their consent for processing of data defined in subsection 9.1. of the regulation.
- 9.10. Submitting form for Grant allocation which contains information and data about third parties (physical persons), candidates (RSU student) consents that he has informed these persons about RSU's processing of data for defined goals and thus ensuring RSU against third parties' requirements.

RSU Alumni Association

Chairman of the Board

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